

TOWN OF HARTLAND

BY-LAW

A-6

DUTIES OF THE TOWN OFFICERS

ENACTED BY MOTION OF COUNCIL
OF THE TOWN OF HARTLAND THIS
15th DAY OF FEBRUARY 1951

SIGNED H.J. Aiton, Mayor

SIGNED G.R. Goodwin, Clerk



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DUTIES OF THE TOWN OFFICIERS

A By-Law to Declare and Define the Duties of Certain Town Officers

Be it enacted by the Town Council of the Town of Hartland, as follows:

1. In addition to the several duties imposed upon the officers of the Town of Hartland by statutory authority, or by any of the By-Laws of the Town, or resolution of the Council, or that may be required of them from time to time, in connection with the several departments of the Town service to which their duties severally relate. The Special Duties of Town Officers shall be as follows:

TOWN CLERK

2. He shall have custody of all Town Records, books and documents except as otherwise provided for and shall not allow the seal or documents to be taken from his office without authority of the Council, and he shall take a receipt for such seal or documents loaned.
3. He shall attend all meetings of the Council and record the proceedings thereof, without note or comment, in minute books provided for that purpose by the Town, and carefully preserve all such records duly signed, dated and indexes.
4. He shall submit to the Council all matters and documents requiring their attention, and endorse and file all papers, vouchers, documents and reports adopted or disposed of, with the date and the Council action taken.
5. He shall notify persons of their appointments to office, furnish copies or orders and resolutions of the Council to persons effected thereby, or who are to execute such orders and resolutions.
6. Under supervision of the Mayor, he shall have the care and Management of the Council chamber and the Town Office, and see they are kept in proper order; he shall assign the Aldermen their places at the Board.
7. When going out of office, he shall deliver to the person as

the Council may direct, all property in his possession belonging to the Town.

8. Any elector, demanding an inspection of the poll lists or ballots after an election, as provided by Section 34 of the Towns Incorporation Act, shall pay to the Clerk the sum of fifty cents; if such inspection continues beyond one hour, he will pay the sum of twenty-five cents for every hour or fraction thereof and such amount shall be credited to the Town Funds.

TOWN TREASURER

9. He shall be the collector of rates and taxes, and shall be responsible for all monies received or paid by him,
10. He shall give a written receipt for all monies received.
11. At each monthly Council meeting, he shall make a detailed written statement of receipts and expenditures for the previous month and another statement of the receipts and expenditures from the beginning of the year to the end of the previous month.
12. He shall collect all rates and taxes due and be personally responsible for their collection, unless excused by the Council for those deemed uncollectable. The whole of such rates and taxes shall be collected and accounted for within the year of their assessment. His monthly statement shall show the full amount of the rates and taxes collected with a return of the aggregate amount as collected.
13. Immediately after January First, he shall file an alphabetical list with the Town Clerk, for all persons whose rates and taxes, or any portion of them unpaid, on the 31st of December preceding, with the amounts unpaid, for each and every year for which he has assessment lists; until the Council shall direct otherwise regarding any particular year.
14. He shall attend at his office from ten A.M. until noon and from two P.M. until four P.M., Sundays, public holidays and when excused by the Council, excepted.
15. He shall deposit to the credit of the Town all Town money received by him, keeping the general account separate from the loan or debenture account. The bank books shall be kept by the Treasurer and presented at the monthly meetings of the Council and at such other times as the Council may direct.

16. He shall keep true account of all monies received and paid as Treasurer, with particulars thereof. The books shall be open for inspection by the Mayor and Aldermen at all reasonable times. The revenues and expenditures for each year shall be kept separate; separate bank accounts shall be kept for each year, without special authority of the Council, no sum shall be charged against the revenue of any year, not authorized by the estimates for that year. Provided, however, if revenues exceed expenditures the unexpected balance may be applied to reduce the assessment of a subsequent year, if not so appropriated shall form part of the general funds and may be used to liquidate any lawful claim against the Town.
17. He shall give bonds to the Town for Two Thousand Dollars, in an approved guarantee Company, to the satisfaction of the Council, to be renewed from year to year and kept with the other Town papers. The premium shall be paid from Town funds.
18. He shall allow the Auditor free access to all books and papers during office hours.
19. He shall not pay out money except on order of the Council, signed by the Mayor or Alderman presiding, except by statutory authority. All payment shall be made by cheque when practicable.
20. When going out of office, he shall deliver to such persons as the Council directs, all books, papers and property of every kind of the Town, in his possession.

STREETS COMMISSIONER

21. It shall be the duty of the Street Commissioner to see that all streets and other thoroughfares are kept clean and free from encroachments, constructions and nuisances generally and are in good condition for traffic, to repair promptly and temporary damage thereof.
22. He shall superintend the construction and repair of all streets and sidewalks ordered and keep a record of all work done thereon with time of service and rates of wages paid, also the quantity and description of material purchased therefor, and shall furnish a detailed statement thereof to the Committee.
23. He shall see that all equipment is properly cared for and economically managed, and report promptly and damage thereto, he shall recommend requirements to the Department.
24. He shall verify all accounts presented to the Street Department.
25. He shall see that the By-Laws relating to streets are observed and report promptly to the proper authorities all cases of

violation that come to his knowledge.

26. He shall execute all orders and perform such services of his office as by law, or by By-Law, required or imposed upon him by the Council or Street Committee.
27. He shall cause all obstructions and encumbrances upon any streets, etc., to be removed by the party responsible. If delay occurs after such notice, or if he cannot find the person so responsible on the owner, he may remove it. The same shall be sold at public auction after three days public notice. He may report the name of the person responsible or the owner, to the Magistrate, for prosecution.
28. If the Council fails to appoint a Street Commissioner, the Chairman of the Street Committee shall perform all the duties in the last preceding Section and be vested with the powers of the Street Commissioner until an appointment is made.